

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 23 February 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #8

I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS

B. TRAINING PROGRAMS:

(1) Army Language School, Monterey, California

The Processing Section obtained a slot for Greek language training at the School. The trainee for this program and one for the Bulgarian language training received their final briefing prior to their departure this week.

(2) Maxwell Air Force Base

The Office of Security requested a list of Agency personnel from the Processing Section who have attended the Weapons Orientation Course at Maxwell Air Force Base since January 1955. This is in connection with the requirement that all Agency personnel attending this course must have a "Q" clearance.

(3) Reports

(a) The OTR January Report of Trainees and the report of waivers and deferments of Training Standards was disseminated on 16 February 1956.

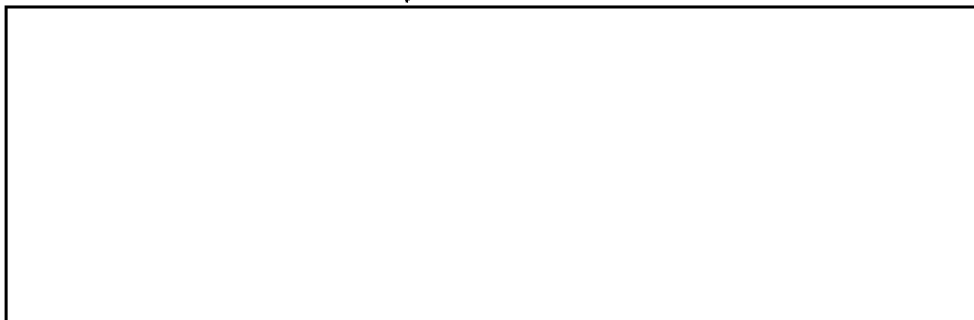
(b) The semi-annual external training report was submitted to Chief/LETS for inclusion in the semi-annual training report to all Agency components.

C.

(1) Student Sick Leave

A verbal agreement has been made between and the Registrar's office regarding annual and sick leave taken by students. The leave is now reported twice a week to this office. A memorandum confirming this procedure will be sent to the Administrative Officer, Site III.

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D. SPACE:

ALCOTT HALL - The office of the JOTP moved into the space vacated by the Reading Improvement Laboratory, Wing D, 2nd floor. Plans are being made for use of the space vacated by the JOTP.

CURIE HALL - Arrangements have been completed to move all OTR personnel from Curie Hall to Quarters I by 1 March 1956.

QUARTERS I - 1700 sq. ft. of additional space was obtained for expansion of the Language and External Training School. This space in Quarters I was formerly assigned to the Office of Logistics.



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